

**SAFE  
LOADING  
PASS  
SCHEME**

# Terminal Check Manual



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## Introduction

This manual is intended to be used in conjunction with the SLPS Terminal Check form and App.

The check should be carried out by terminal staff who have watched and understood the SLPS Terminal Check instruction video and have been approved to perform terminal checks by their employer.

The check should be carried out in a suitable and safe area which is off the public road, with the checker wearing Personal Protective Equipment (such as hi-visibility clothing) appropriate to the task and location. If you will be using any electrical equipment, such as a phone, tablet or torch, make sure it is permitted or intrinsically safe for the area.

All items are to be checked visually. The driver will be asked to assist with the check and make sure the handbrake is applied throughout the check. The checker must not climb steps, enter the cab of the vehicle or touch anything on the vehicle or trailer, other than the external master switch isolators. If the driver is not present to operate the lights or make items more visible (such as moving the guard bar or wiring cables) then those items will not be checked.

## Information collection

Complete all fields in the information box at the top of the form or beginning of the App (except the trailer information if a rigid vehicle or stand-alone tractor is being checked). Note that the safe loading pass number should be entered in the following format: A000000-00 (one letter, six numbers, followed by a dash, followed by two numbers). For example, pass number 16-28, would be shown as A000016-28. If you are using the App, the trailer identification number along with date(s) of expiry, vehicle registration and operator name will auto-populate when you enter the SLPS disc number(s). Check the information against the vehicle and trailer VTG6 plate and note any discrepancies in the App or the SLPS disc present section of the form. The operator's name can be found on the operator's licence disc displayed in the cab window.



Department for Transport Driver & Vehicle Standards Agency		ROAD TRAFFIC ACT 1988 SECTIONS 41, 49, 57 & 58 EXAMINATION OF GOODS VEHICLES <b>Plate</b> VTG 6T Rev. 2010		Serial No. <b>H94900013457</b>
Reg./Ident. Mark, Vehicle Identification No.		Variant		DTp Ref. No. <b>06193A</b>
Type Approval No.				
Manufacturer/Model <b>SCANIA /R620</b>			Speed Limiter Exempt <b>N</b>	
Function (See note 3) <b>ARTIC R</b>		Year of Original Registration <b>04/03/13</b>		Year of Manufacture <b>2013</b>
(1) Description of Weights Applicable to vehicle	(2) Weights not to be exceeded in Gt. Britain	(3) Design Weights (if higher than shown in column 2)		
Gross Weight (See notes 1 & 4)	<b>26000</b>	<b>26500</b>		
Train Weight (See note 2)	<b>44000</b>	<b>50000</b>		
Max. Train Weight (See note 5)	<b>44000</b>			
Axle Weights (Axles numbered from front to rear) (See note 1)	Axle 1 <b>7500</b> Axle 2 <b>11500</b> Axle 3 <b>7500</b> Axle 4	Date of Issue DEPARTMENT FOR TRANSPORT GREAT BRITAIN <b>07/01/21</b>		
NOTES 1. A reduced gross weight and/or axle weight may apply in certain cases to a vehicle towing or being towed by another. 2. The MAXIMUM permissible train weight can vary depending on the type of suspension and trailer drawn. 3. If the last letter in the function box is 'R' road friendly suspension is fitted. 4. All weights shown are subject to the fitting of correct tyres. 5. This weight applies to combined transport operations.				
				Tyre use conditions applicable to vehicle <b>2B</b>
N.B. All Weights in Kilograms				




## The checklist items

On the form or App, use the *Checked?* column/prompt to indicate whether it was possible to check the item or not. Then mark the relevant column for those items which have been checked AND have failed (1) or receive a notification (2), in accordance with the following guidelines. Use the remarks field on the form or App to describe your observations, including where on the vehicle or trailer the problem was found. Take a photograph of the problem to upload to the App or database if you can.


### 1. SLPS disc

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Present	Look for a physical SLPS attached to the vehicle and/or trailer and that it is legible	No disc present  The disc is present but illegible, and it has not been possible to confirm on the SLPS database that a pass exists for this vehicle	The disc is present but illegible, and it has been possible to confirm on the SLPS database that a pass exists for this vehicle
In date	Check that the SLPS pass is in date	Pass no longer in date	Notification is never applicable



### 2. Lights

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Operation	If the driver is present, ask them to turn on all the lights and walk around the vehicle to check they are operating. When at the back of the vehicle, stand where the driver can see you in their mirrors, ask them to apply the brakes and put the vehicle into reverse gear to check their operation. Remember to check both sides and the rear of the tractor unit, where appropriate	Any lights not working	If multi-LED light unit, more than 1 in 4 LEDs are not luminated
Lens condition	Visually check the condition of the lenses on all lights	Cracked, broken or insecure lens    Insecure, damaged or distorted housing  Evidence of water ingress to any electrical component	Minor damage which does not compromise the integrity of the lens to completely cover the electrical component



### 3. In-cab master switch

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Operation	<p>Where the driver is present, ask them to turn the ignition off, put their hazard warning lamps on and then operate the in-cab master switch isolator. The ignition must be off when this happens to prevent engine management error codes. Check that the hazard warning lamps go off within 10 seconds. Ask the driver if they have any in-cab ancillary equipment and, if so, to check they are also isolated when the master switch is operated. Ask the driver to turn the isolator back on</p>	<p>Hazard warning lamps do not stop working within 10 seconds</p> <p>Ancillary equipment is not isolated</p>	<p>Notification is never applicable</p>
Labelled	<p>Ask the driver to confirm that the means of operation of the master switch isolator is distinctly marked, and incorporates inadvertent operation protection</p> 	<p><b>Failure is never applicable</b></p>	<p>The means of operation is not distinctly marked, and/or does not incorporate inadvertent operation protection</p>


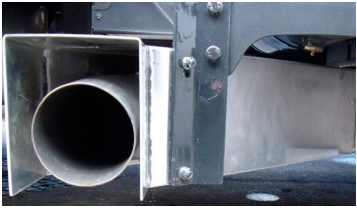

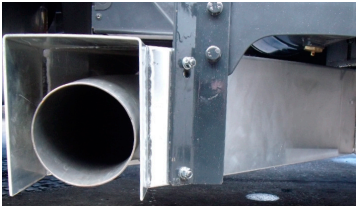
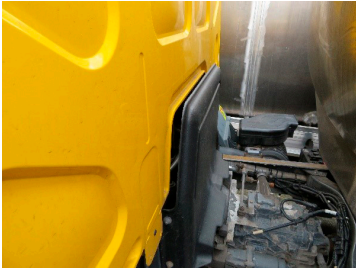

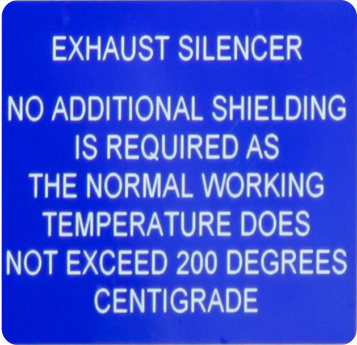
4. External (offside) master switch

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Operation	Where the driver is present, ask them to turn the ignition off (to prevent engine management error codes) and put their hazard warning lamps on. Then operate the external offside master switch isolator. Check that the hazard warning lamps go off within 10 seconds (turn the isolator back on)	Hazard warning lamps do not stop working within 10 seconds	Notification is never applicable
Labelled	<p>Look at the master switch to check that the means of operation of the master switch isolator is distinctly marked, and incorporates green warning lights</p> 	<b>Failure is never applicable</b>	<p>The means of operation is not distinctly marked, and/or does not incorporate green warning lights</p> <p>In addition, if multi-LED light unit, more than 1 in 4 LEDs are not illuminated</p> 




5. External (nearside) master switch

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Operation	Where the driver is present, ask them to turn the ignition off (to prevent engine management error codes) and put their hazard warning lamps on. Then operate the external nearside master switch isolator. Check that the hazard warning lamps go off within 10 seconds (turn the isolator back on)	Hazard warning lamps do not stop working within 10 seconds	Notification is never applicable
Labelled	<p>Look at the master switch to check that the means of operation of the master switch isolation is distinctly marked, and incorporates green warning light</p> 	Failure is never applicable	<p>The means of operation is not distinctly marked, and/or does not incorporate green warning lights</p> <p>In addition, if multi-LED light unit, more than 1 in 4 LEDs are not illuminated</p> 

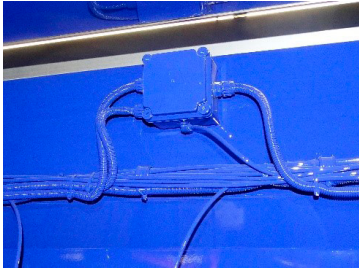

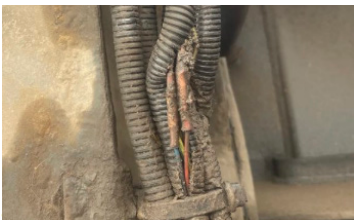

6. Rear engine and exhaust cover

What to check	How to check	Reason for failure (1)	Reason for notification (2)
<p>Present</p> <p>Visually check the presence of the rear engine and exhaust cover</p> <p>The following image shows a compliant engine cover with minimum apertures and the rear of cab fully covered</p>  <p>The image below shows an exhaust tail pipe that has an additional shield:</p> 	<p>Visually check the presence of the rear engine and exhaust cover</p> <p>The following image shows a compliant engine cover with minimum apertures and the rear of cab fully covered</p>  <p>The image below shows an exhaust tail pipe that has an additional shield:</p> 	<p>Exhaust cover is missing or fails to cover rear of engine and exhaust system (except silencer declared to have a maximum surface temperature less than 200°C as attested by a label fitted by its manufacturer – see silencer label section below)</p> <p>In the image below, the gap between cover and rear of cab may allow ingress of liquid onto a hot-surface (auto-ignition):</p>  <p>The following image shows an exposed exhaust tail pipe:</p> 	<p>Notification is never applicable</p>
<p>Condition</p>	<p>Visually check the condition of the exhaust cover</p>	<p>Cover is insecure, excessively corroded, incomplete, damaged, cracked or broken</p>	<p>Notification is never applicable</p>
<p>Labelled</p>	<p>Where applicable, visually check the labelling of the silencer, as in the example below:</p> 	<p>Failure is never applicable</p>	<p>Silencer manufacturer label missing, declaring it to have a maximum surface temperature less than 200°C – see present section above</p>



### 7. Battery box cover

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Present	Where visible, check the presence of the cover. Never touch or remove the cover 	Cover is missing 	Notification is never applicable
Condition	Where visible, check the condition of the cover. Never touch or remove the cover 	Cover is insecure, incomplete, damaged, cracked or broken	Notification is never applicable









### 8. Wiring looms

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Condition	As you work your way around the vehicle/trailer, visually check the condition of any visible wiring looms   Image example of wiring loom above	Damage to cables, such as exposed wires Degraded, dislodged or missing insulation boot, seal or gland (cable connector)   Use of secondary insulation which: <ul style="list-style-type: none"> <li>• Is split, abraded or worn</li> <li>• Provides inadequate coverage of wires throughout their length</li> <li>• Provides inadequate protection of wires to components</li> </ul> 	Unsustainable repairs (for example, using insulation tape), which are likely to degrade over time 





## 9. Mudwings

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Present	<p>As you work your way around the vehicle/trailer, visually check the presence of mudwings on:</p> <ul style="list-style-type: none"> <li>• Tractors (other than for the front axle), covering the tyres at least between 3 o'clock and 9 o'clock</li> <li>• Rigid chassis and trailers (other than for the front axle), the metallic section of the wing extends over the full width of the tyre side wall</li> </ul>	<p>Mudwing is missing or for:</p> <ul style="list-style-type: none"> <li>• Tractors (other than for the front axle), not covering the tyres at least between 3 o'clock and 9 o'clock</li> <li>• Rigid chassis and trailers (other than for the front axle), the metallic section of the wing does not extend over the full width of the tyre side wall</li> </ul>	<p>Notification is never applicable</p>
Condition	<p>As you work your way around the vehicle/trailer, visually check the condition of the mudwings described above</p>	<p>Mudwing is:</p> <p>Insecure</p> <ul style="list-style-type: none"> <li>• Incomplete</li> <li>• So badly corroded, damaged or distorted that it does not act as an adequate shield</li> <li>• So badly damaged as to be a danger to other site road users</li> </ul> 	<p>The mudwing is:</p> <ul style="list-style-type: none"> <li>• Corroded, damaged or distorted, but does act as an adequate shield and is not a danger to other site road users</li> </ul>  <p>In the image above, the rear bracket is cracked and the outside bracket is not fully securing the wing stay</p>


### 10. Tank and pipework

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Condition	As you work your way around the vehicle/trailer, visually check the condition of the tank shell, supports and pipework	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>Cracks or other sign of material distress to the tank or pipework</li> </ul>  <ul style="list-style-type: none"> <li>Significant damage across a weld seam</li> </ul>  <ul style="list-style-type: none"> <li>Severe creasing of the tank shell</li> </ul>  <ul style="list-style-type: none"> <li>Gouges which have reduced the tank thickness</li> </ul> 	<p>Cracks in supports for hose reel or tank mountings that do not present a danger when loading:</p>  <p>Minor damage across weld seam that does not present danger when loading:</p>  <p>Minor creasing of the tank shell that does not present a danger when loading:</p>  <p>Minor gouges that have not reduced shell thickness:</p> 




10. Tank and pipework (continued)

What to check	How to check	Reason for failure (1)	Reason for notification (2)
		<ul style="list-style-type: none"> <li>Repair below the standard of original construction</li> </ul>  <ul style="list-style-type: none"> <li>Excessive corrosion (steel delaminated or pitted)</li> </ul>  <ul style="list-style-type: none"> <li>Evidence of any liquid and/or vapour leak, such as staining or unusual cleanliness, peeling paint or product drips</li> </ul>  	


### 11. Control cabinet

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Condition	Visually check the condition of the control cabinet	Insecure or damaged control box Control box door loose or not secured firmly closed	Notification is never applicable
			



### 12. Loading adaptors

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Caps present	Visually check that caps are present. Do not remove the guard bar or cabinet door to do this. Ask the driver to if available, otherwise only check what you can see.  Example of all caps present:	More than one cap is missing	One cap is missing. Driver must be informed not to load that compartment
			
Sight glass condition	Visually check the sight glass condition. Do not remove the guard bar or cabinet door to do this. Ask the driver to if available, otherwise only check what you can see	Sight glass/spool piece: <ul style="list-style-type: none"> <li>• Insecure</li> <li>• Cracked</li> <li>• Damaged</li> <li>• Excessively opaque</li> <li>• Ball not sunk, swollen or shedding its coating</li> </ul>	Notification is never applicable
			

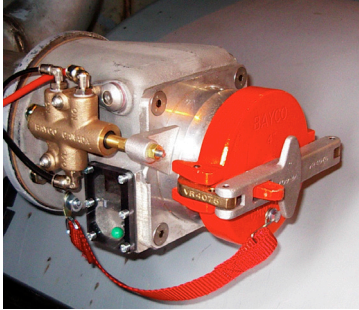
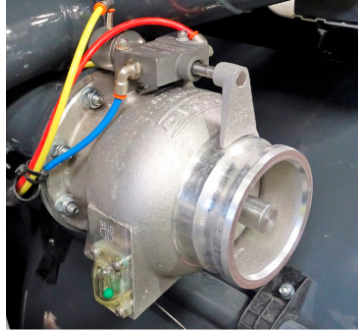


### 12. Loading adaptors (continued)

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Labelled	Visually check the labelling of the loading adaptors. Do not remove the guard bar or cabinet door to do this. Ask the driver to if available, or only check what you can see  	Failure is never applicable	Label(s) for compartment capacity and number obscured or otherwise not clearly visible in the position of a loader when attaching a loading or discharge coupler to each compartment

### 13. Product grade indicator

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Present	Visually check the product grade indicators, if fitted  	Failure is never applicable	Product grade indicator: <ul style="list-style-type: none"> <li>• Is insecure</li> <li>• Is not readily visible</li> <li>• Has a label which is illegible, damaged or faded</li> </ul> 

### 14. Vapour recovery/return

What to check	How to check	Reason for failure (1)	Reason for notification (2)
Cap present	Where visible, check that a cap is present 	Failure is never applicable	Cap is missing or damaged 
Sight glass condition	Where visible, check the sight glass condition 	Sight glass is: <ul style="list-style-type: none"> <li>• Not intact or clear</li> <li>• Shows signs of liquid which is not merely vapour residue at the bottom of the glass</li> <li>• Ball float is stuck at the top AND product is seen to be present</li> </ul>	Sight glass shows signs of vapour residue at the bottom Ball float is stuck at the top, but product is not seen to be present 

## Following the check

Complete the check accordingly and sign and date the bottom of the form or submit the App check.

Notifications (2) are given for minor issues that, according to this manual, do not currently pose a danger but may deteriorate over time, so should be addressed by the vehicle operator as soon as possible. Provide a copy of the form to the driver, drawing their attention to the Information to Drivers section on the reverse of the form. Vehicles with notifications (but no failures) may be permitted to enter the site, although all sites have the right to refuse entry if a previous notification fault has not been rectified.

Any failures (1) must result in the vehicle being prohibited from entering the site, the physical safe loading pass disc being removed from the vehicle or trailer, if you can. If the disc is difficult to remove or the driver refuses to hand it to you from the cab of a vehicle, just make a note of this on the form or App. In all cases make sure the SLPS database updated as soon as possible. Provide a copy of the form to the driver, drawing their attention to the Information to Drivers section on the reverse of the form.

In all cases (including no issues found), the SLPS database should be updated by way of the SLPS Terminal Check App or website ([www.safeloadingpass.co.uk](http://www.safeloadingpass.co.uk)), including uploading any photographs you have taken.

### Important note

The Terminal Check does not replicate the full SLPS inspection, any type of roadworthiness check or other inspection. It intends to identify particular site-safety risks. The safety and roadworthiness of the vehicle and trailer remains the responsibility of the driver and vehicle operator at all times.

